

**Summary of the  
Program Policy and Structure Committee  
September 24, 1997**

The Program Policy and Structure Committee convened by teleconference on Wednesday, September 24, 1997. Ms. Pauline Bouchard, Chair, led the meeting. A list of action items is shown as Attachment A and a list of participants is shown as Attachment B.

Ms. Bouchard proposed that the meetings be changed to every other Wednesday until the proposed language changes to Chapter 1 and the Constitution and Bylaws are completed. The committee agreed to this proposal and the next two meetings were set for October 8 and 22, 1997. Ms. Bouchard will contact Mr. Ted Coopwood regarding the scheduling of these conference calls.

Dr. Bob Stephens, past chair of NELAC, gave an overview of how California is beginning to implement the NELAC accreditation process. He stated that there is a bill in the legislative process now to implement the NELAC standards.

Ms. Bouchard stated that she will be participating in the Board of Directors meetings due to the link needed between the Board and the Committee.

A review of a portion of the language changes proposed during the NELAC Annual Meeting in Dallas, TX as addressed in the minutes by Dr. Ken Jackson was made. They are as follows:

- Section 1.3e) - It was decided that the *Note: "A review by the Environmental Laboratory Advisory Board (ELAB), a federal advisory committee, is currently underway on whether to include within NELAC, laboratories complying with Good Laboratory Practices (GLP). GLPs are mandated by EPA under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) and the Toxic Substances Control Act (TSCA). If GLP Laboratories are included in NELAC, the EPA GLP programs and the Organization for Economic and Cooperative Development (OECD) GLP Principle Technical Standards will be incorporated, to the extent applicable."* should be deleted and possibly placed somewhere else in the chapter, ie, as a footnote.
- Section 1.6.1.1 - NELAC versus NELAP. There seems to be confusion by some in regards to the acronyms of these programs. It was proposed that EPA rename its program to avoid confusion. Ms. Bouchard will talk to Ms. Jeanne Mourrain about this issue.
- Section 1.6.1 - No action was taken to clarify what is meant by "to adopt." The Committee felt this was not necessary.
- Section 1.6.2.3 - The second sentence was changed to read "*If a State chooses not*

*to adopt the NELAC program, laboratories in that State may obtain accreditation from any other accrediting authority.”*

- Section 1.6.3 - The issue of mechanisms of reciprocity was referred to the Transition Committee.
- Section 1.6.5 - This wording has been changed to “*An assessor body, operating under written agreement with an accrediting authority, may perform . . .*”
- Section 1.6.1 & 1.6.1.1c - The committee members agreed that if there is a conflict of interest, it should be reviewed by the AARB. Ms. Bouchard will discuss this with Ms. Mourrain.

**Proposed changes suggested by the EMMC Laboratory Accreditation Panel are as follows:**

- Section 1.6.1 - The wording was changed to “*EPA shall assist NELAC by publishing all proposed and final standards.*”
- Section 1.6.1.1d) - *EPA shall assist NELAC by providing ~~all~~ proposed and final standards and publishing final standards on the NELAC electronic bulletin board.*
- Section 1.7.2 - The last sentence was changed to read, *The recommendations of the ELAB shall be presented to the Chairs of the standing committees, the Board of Directors and to the EPA.*
- Section 1.7.3 - The wording of the next to the last sentence was changed to, *In all cases, the final decision remains with the NELAP Director.*
- Section 1.9.1 - Considering that this example was drafted by Committee members not present for this meeting, Ms. Bouchard will ask for their response to this comment for the next meeting. In addition, the term “method” will be discussed later in case another term (e.g., “analyte class”) may be a more useful term to use.

**Review of changes made to the NELAC Constitution and Bylaws are as follows:**

- All references to fees were deleted.
- Article IV was changed to delete the word “voting.”
- The Committee believes that it is important that the participating EPA offices be listed even though this section will be changed in response to changes in EPA organizational structure.
- In reference to the comment about US being deleted in front of EPA, it was pointed out that in the third line of the Constitution EPA is shown in parentheses

after United States Environmental Protection Agency and therefore should not be confusing.

- The word Constitution will be capitalized.
- The Committee agreed that NELAC should have the choice to make the decision on whether or not to record abstentions.

### **Discussion of changes in Chapter 1 of the NELAC Standards currently proposed or made in response to comments**

- Section 1.1.3 - This was taken care of.
- Section 1.1.4 - Will remain as written.
- Section 1.6.1.1 - The wording regarding c) conflict of interest will remain as is. The word “*all*” in d) was deleted and f) “*assessor training programs*” was added. A cross-reference with section 1.7.3 (AARB duties) will be drafted.
- Section 1.6.3 - Reciprocity. It was agreed that this comment needs clarification. Ms. Bouchard will check on exactly what is being asked.
- Section 1.7.3 - Combined reworded - gives an extra duty to the AARB - also Appeal board for accrediting authorities that have been denied NELAC accreditation. The Committee expressed the need for more insight as to who made the comment and why they think it is an issue.
- Section 1.8.3 - The reference to fees have been deleted.
- Section 1.9.1 - This has been done.
- Section 1.9.2 - word smithing - has been done.
- Section 1.9.3 - All reference to health and safety has been deleted.

The DOD comments will be discussed at the next meeting. Ms. Maude Bullock will be asked to be on the conference call.

### **Next Meeting**

The next meeting of this Committee will be by teleconference on October 8, 1997 at 11am.

**Action Items**  
**NELAC Program Policy and Structure Committee Teleconference**  
**September 24, 1997**

Item No.	Action	Date Completed
1.	Ms. Bouchard will contact Mr. Ted Coopwood regarding the scheduling of conference calls on October 8 and 22, 1997.	
2.	Ms. Bouchard will talk to Ms. Mourrain about the possibility of changing the NELAP name because of confusion with NELAC.	
3.	Ms. Bouchard will discuss the review by the AARB of any conflict of interest with Ms. Mourrain.	
4.	Ms. Bouchard will contact Ms. Marlene Moore and Mr. Jerry Parr regarding the wording of Section 1.9.1.	
5.	Ms. Bouchard will check with Dr. Ken Jackson on the question of reciprocity in regard to Section 1.6.3.	
6.	Ms. Bouchard will contact Dr. Jackson to see if he has any insight as to who made the comment regarding Section 1.7.3, AARB and why they think it is an issue.	
7.	Ms. Bouchard will contact Committee members Marlene Moore and Jerry Parr for background on the example used in section 1.9.1.	

**List of Participants**  
**NELAC Program Policy and Structure Teleconference**  
**September 24, 1997**

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